

Use speech recognition

This feature is available in the Simplified Chinese, English (U.S.), and Japanese language versions of Microsoft Office.

You'll save time if you complete dictation first, review your file, and then format text or make corrections. As a result, you'll switch between using Dictation mode and Voice Command mode less often.

1. Position your microphone.

▼ How

A high quality close-talk (headset) universal serial bus (USB) microphone with gain adjustment (gain adjustment: A microphone feature that allows your input to be amplified so that it is made louder for use by the system.) support is recommended. For more information, see the [Microsoft Office Web site](#).

Note The hyperlink (hyperlink: Colored and underlined text or a graphic that you click to go to a file, a location in a file, an HTML page on the World Wide Web, or an HTML page on an intranet. Hyperlinks can also go to newsgroups and to Gopher, Telnet, and FTP sites.) in this topic goes to the Web. You can switch back to Help at any time.

Position the microphone so that:

- It is about an inch, or a thumb's width, to the side of your mouth.
- It is not directly in front of your mouth, and you are not breathing directly into it.

Note If you inadvertently move the microphone as you speak, remember to bring it back to the correct position.

2. Click in the program in which you want to use speech recognition.

If you open a Help topic while you're working or if a message appears on the screen, click again in the program to continue using speech recognition.

3. On the **Language** bar, click **Microphone** if the microphone is not already turned on.

Note The **Language** bar by default shows text labels beside each button on the bar. You can hide or show the text labels by right-clicking the **Language** bar, and then clicking **Text Labels**.

4. Switch between Dictation and Voice Command modes as you work:

▼ Use Dictation mode

- To turn the words you speak into text, on the **Language** bar, click **Dictation** .

As you speak, you'll see a blue bar on the screen that means the computer is processing your voice. As your words are recognized, text is displayed on the screen.

You can continue to speak while the computer processes your voice; you don't have to wait until the blue bar disappears to speak again.



- ① Previously recognized text
- ② Blue bar that indicates the computer is processing your voice

Note While the blue bar is on the screen, avoid using your mouse or keyboard to type or take other actions. This will interrupt speech recognition, and your words will not be processed.

▼ Use Voice Command mode

- To select menu, toolbar, dialog box (U.S. English only), and task pane (task pane: A window within an Office application that provides commonly used commands. Its location and small size allow you to use these commands while still working on your files.) (U.S. English only) items, on the **Language** bar, click **Voice Command** .

For example, to change font format, you can say "font" or "font face" to open the **Font** box on the **Formatting** toolbar (toolbar: A bar with buttons and options that you use to carry out commands. To display a toolbar, use the **Customize** dialog box (point to **Toolbars** on the **View** menu and click **Customize**). To see more buttons, click **Toolbar Options** at the end of the toolbar.), and then say a font name.

Or to format selected text, say "bold" or "underline."

5. Turn the microphone off when you are through speaking to the computer by clicking **Microphone**  on the **Language** bar.

▼ Tips

- You can also switch between Dictation and Voice Command modes by saying "dictation" or "voice command."
- In Microsoft Word, you can delete the last thing you said in Dictation mode by saying, "scratch that."
- You can turn the microphone on and off by clicking **Speech** on the **Tools** menu (in Microsoft Excel, point to **Speech** on the **Tools** menu, and then click **Speech Recognition**).

You can also turn the microphone off by saying, "microphone."